**Stanis Unaka**

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**Professional Summary:**

* Over 8+ years of experience as a Business Analyst role in System Development Life Cycle (SDLC).
* Extensive experience in stock distribution, cash distribution, alternate asset servicing processes. Through knowledge of Trade order entry (TOE) and Trade order workflow (TOW), accounting, cash movement, TLM wire matching, Northern Image and EDM applications.
* Proficient in Technical and Business Writing, Business Process Flow, Business Process Modeling, Business Analysis and Testing various methodologies.
* High Experience in SQL Server Reporting Services (SSRS), Server Integration Services (SSIS) and Microsoft access databases.
* Through understanding and hands on experience with BABOK (Business Analysis Body of Knowledge) and PMBOK (Project Management Body of Knowledge) concepts, tools, techniques and competencies
* Highly experienced in various areas of Investment Banking: Portfolio Management, Asset Management, Fixed Income, Annuities, Trading Life Cycle, Mortgage, Loan Orientation, Stocks, Bonds, Futures, Options, Hedging, Equity Research, Mutual Funds, Securities trading and Commodities.
* Extensive experience in implementing Software Development Life Cycle (SDLC) principles and methodologies such as Agile, Rational Unified Process (RUP), and Waterfall Method in development.
* Expert in writing Functional and non- Functional requirements.
* Highly experienced in conducting Gap Analysis and Feasibility Analysis to check the compatibility of the existing system infrastructure with new business requirements.
* Extensive experience as a Business Analyst and also in assisting Project Management to understand the scope of the project.
* Participated in project assessment, functional analysis and requirements gathering and converting business requirements into functional requirements.
* Expert in Planning, facilitating, and participating in working sessions with cross-functional resources and mentoring to meet and exceed business needs.
* Conducting JAD sessions with the technology areas, interviews, written correspondence, reports, implementation requirements, project status reports, oral presentations and email, to keep executive staff and team members apprised of goals, project status, and resolving issues and conflicts.
* Skilled in developing testing scenarios and testing scripts.
* Extensive knowledge of UML modeling, Drawing Sequence Diagrams, Flow diagram and Activity diagram using tools such as Microsoft Visio and Rational Rose.
* Extensively used rational tools for creating use cases, version control, defect tracking and reporting and applied the Rational Unified Process in all areas of a software development life cycle.
* Extensive knowledge of managing Diversified Portfolios of Corporate Clients, Retail and HNWI investors.
* Expert in trading Stocks and Derivatives which include Stock Futures, options and Commodity futures for the corporate clients and retail investors.
* Proficient with Microsoft Office tools (includes MS Project, MS Visio, MS Access, MS Excel, MS Word, MS PowerPoint, and MS SharePoint) and Pivot tables, V-lookup, H-lookup, Index and Reference.
* Skilled in coordinating and communicating between Developers, QA Teams, Management, QA and project leads and stakeholders to keep them informed at all the times about the development and the open issues.
* Analytical, methodical and resourceful approach to problem solving, identifying root causes and corrective actions to meet short and long-term business as well as financial and system requirements.

**Skill Set:**

Rally, Rational Clear Quest, Rational Rose, Rational Requisite Pro, Rational Unified Process, UML, MS Visio, MS Office (Word, Excel, PowerPoint, Project, Outlook, Access), Toad, Oracle SQL Developer, MS SQL Server, Moody’s Analytics, Standard & Poor's, Broad ridge impact, Bloomberg, IDC, SunGard, Business Objects, Cloud computing, Crystal Reports, FIX protocol, Windows NT/ 2000/2003/2007, Bloomberg AIM Business Systems Analysis capabilities, Use Case Development, Wireframe, Workflow and Process Diagrams, Exposure to SharePoint projects, Excellent writing and verbal communication skills, SAAS, SAP, HP(ALM) PAM.

**Projects Summary:**

**Wells Fargo,** **Charlotte, NC Dec 2017-Nov 2019**

**Sr. Business Process Analyst**

**Project:** Wells Fargo is an American [multinational](http://en.wikipedia.org/wiki/Multinational_corporation) banking and financial services holding company. The project involved online banking system. The customers can access and manage their accounts, transfer funds between accounts. The application also provides detailed Financial Analysis and Research for securities and fixed income, home mortgage servicing, in the United States

**Responsibilities:**

* Used agile methodology for managing the SDLC for project.
* Prepared suspicious activity reports for BSA/AML management.
* Ensured that information obtained was consistent with BSA/AML Policy and Procedures and satisfied regulatory requirements.
* Performed additional tasks as assigned, improving the effective administration of the AML and KYC Policies.
* Cross-trained key members of New Accounts department on AML on-boarding policies.
* Understand and stay current on the Red Flags and industry trends related to AML
* Strong experience on Basel ii and iii Financial Compliance
* Excellent understanding of Basel II/ III models, methodologies and implementation aspects
* Strong understanding of trading instruments including equity derivatives, interest rate derivatives

FX, options, money market, fixed income, credit derivatives, and commodities trading products

* Provided new business & technological ideas related to Six Sigma Change Processes / business process improvements (SDLC based) / process re-engineering.
* Developed a detail project plan and helped manage the data conversion migration from the legacy mainframe system to the target SQL Server database.
* Defined problem domain by gathering requirements from business user and stakeholders and transformed functional requirements into system requirement specifications & used MS word.
* Created Use Case model and Process flow diagrams to use MS Visio.
* Developed and managed project plans and schedule in MS Excel.
* Conducted functional walkthroughs, User Acceptance Testing (UAT) sessions, and supervising the development of User Manuals for customers.
* Interacted with Users, Developers, Project Manager to write business requirement.
* Performed Requirements Analysis and Documentation using Requisite Pro.
* Coordinated monthly meetings and got user feedback at every step of the development process
* Used JIRA to track bugs and system enhancements.
* Facilitated JAD sessions to discuss requirements and resolve conflicts between stakeholders to used MS word.
* Involved with the QA team to review Testing Strategies and Test Plans in MS Access.
* Actively involved in walkthroughs and meetings with development team to discuss related issues.

**Lazard Capital Market, NY Aug 2015-Nov 2017**

**Business System Analyst**

**Project**:  **Equity Trading Platform**

Lazard is a pre-eminent global investment bank committed to helping its clients - corporations, partnerships, institutions, governments and individuals - achieve their strategic and financial goals. The project was a web-based application which dealt with storing and accessing product and customer application for customer sales and service. It covered both exchange-traded and over-the-counter traded securities, including restricted stocks, equity repurchases, commercial loans, money market loans, block trade executions, program trading executions, equity derivatives and convertible securities.

**Responsibilities:**

* Gathered requirements using interviews, document analysis, requirements workshops, business process descriptions, business analysis and work-flow analysis.
* Documented and communicated System Requirements and supplementary requirements like complying with Industry regulations like Security and exchange commission (SEC).
* Interviewed SMEs, asked detailed questions and carefully recorded the requirements in a format that can be reviewed and understood by both business people and technical people.
* Act as a strategic partner between the business community and IT development teams to resolve functional and technical issues related to business applications, to troubleshoot data or transaction issues, and to review opportunities to leverage new functionality
* Communication protocol FIX (Financial Information exchange) was used for the different aspect of trading.
* Involved in various back office activities like reconciliation of trades and trade allocation.
* Demonstrated strong analytical and project management skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
* Extensively worked on middle office process and its control, this includes handling validations (of stock orders), booking (orders) and confirmations of orders.
* Complete Understanding of trading, how trade is executed and in depth knowledge of the data flow of the equity from front office to back office. Clear understanding of Back office and worked on improving its process for clearance, settlement and accounting.
* Knowledge of Institutional trade processing (including Electronic Trade Confirmation, Matching, Straight through Processing(STP) and Current industry initiatives)
* Thorough understanding of complete Trade life cycle from Pre-trade to Trade and Post trade, complete understanding of online trade managements system and work-flow of cash trades.
* Served as a liaison between business and technology and was responsible for meeting with business users, writing business and technical requirements.
* Worked on all phases of a project from inception to delivery and support of a system.
* Performed and coordinated the analysis and design of business systems.
* Resourceful when solving business problems and emphasized on process improvement whenever it was necessary.
* Participated in Joint Application Development (JAD) sessions; acted as liaison between the business and development teams.
* Exposure to various project management methodologies and their application to cross-functional project work.
* Involved in different phases of Test effort like Integration testing, Regression testing, and User Acceptance testing.
* Experience in developing test plans and strategies and have conducted User Acceptance Testing (UAT) of systems.
* Conducted milestones planning of the project through walkthroughs and meetings with various leads from Development, QA and Technical Support teams.
* Assisted QA team to devise the test plan for the application by explaining the business use cases.

**J.P. Morgan Chase, NYC, NY Oct 2013-July 2015**

**Business Analyst Brokerage**

J.P. Morgan Chase & Co. is a leading global financial services provider in investment banking, financial services for consumers, small business, commercial banking, financial transaction processing, asset management, and private equity. The objective of the project was the updating of an integrated portal Morcom which contains the following market pricing information: Futures Exchange Prices, Cash Prices, bond prices, Interest Rates, and Commodity prices. The consumers of this market data were Traders and clients - for Historical Pricing, Strategic Planning, and Reports- Market to Market (MTM), Financial Risk Management (FRM), and Options using SOA architecture.

**Responsibilities:**

* Conducted extensive meetings to understand the business model and processes, documented and gathered the business requirements, and carried out implementation of new derivative products.
* Heavily involved in Retail banking to execute transactions including services such as savings and transactional accounts, mortgages, personal loans, debit cards, and credit cards.
* Validate rules, custom settings, and security check by UAT testing for the end clients.
* Worked with Project Management to approve and process change requests from the user’s end.
* Heavily involved in Asset management to operate, maintain and upgrade assets cost-effectively.
* Involved in the technical side of online banking to make sure that the requirements, such as, access to checking and savings accounts, the ability to view balances are met.
* Worked with vendors that provide data feeds i.e. Broad ridge impact for fixed income, Thomson one, Bloomberg, IDC and SunGard for equities and derivatives.
* Heavily used Drools for the construction, maintenance, and enforcement of business policies.
* Worked extensively with SME’s including high level leads in areas of fixed income derivatives, options, foreign exchange (FX), futures and risk managers in understanding, extracting, refining and documenting the User and Business Requirement Specifications in the BRDs.
* Worked with SME’s of Corporate Actions to better understand the impact and also to document the Business Requirement Specifications, Equity Trade Flow Processes and Credit analytics for Fixed Income Securities and equities.
* Used Crystal Reports to generate reports from different databases of different asset classes like equities, bonds, derivatives, and commodities, for all business needs.
* Created Use Case Scenarios and maintained the Use Cases (Business Use Cases, System Use Cases) and modeled Use Case Diagrams, Activity Diagrams, Business Flow Diagrams, revised functional specifications and other core materials throughout the System Life Cycle making all necessary revisions for defect correction and requirement clarification and refinement.
* Performed Gap Analysis, SWOT analysis and cost Benefit Analysis for the modules in production, and hence conducted feasibility study and performed impact analysis for proposed enhancements.
* Involved in trade processing and cost basis processing.
* Conduct Inventory Management of Cash and Securities Positions across different Asset Classes like equity, bonds, and derivatives.
* Worked with stakeholders to obtain deliverable sign-offs. Provided functional direction to other systems analysts and used the meta-data definition and workflow needs and how these functions map to business processes.
* Involved in fee calculation and data reporting.
* Created numerous deliverables in different phases of the project beginning from project Initiation, through Inception, Elaboration, Construction and Transition to create User Manuals.
* Involved in analyzing various business scenarios and pitfalls in the process that could occur because of network/system/user undoing; this being a data intensive project.
* Conducted scenario analysis to document business rules that govern the pass/fail criteria, set timelines to process the files, created backup for failed imports, etc.
* Assisted and executed Test cases and test scripts per Functional Specifications of the application. Documented test/cases, test results, test procedure and reported to client.
* Developed strategies with Quality Assurance group to implement Test Cases in Mercury Test Director for stress testing and UAT (User Acceptance Testing).

**Alliance Bernstein, NYC, NY Sept 2011-Sept 2013**

**Role: Business Analyst**

Alliance Bernstein is a leading global investment management firm that offers high-quality research and diversified investment services to institutional clients, individuals and private clients in major markets around the world. Alliance Bernstein’s research disciplines include fundamental research, quantitative research, economic research and currency forecasting capabilities. AB Direct underwent functional re-design to enrich the customer trading experience with new features and capabilities. The goal of the project was to allow customers to perform research on Stock Rates, and bonds providing them with complete news and stories about the recent events related to investments.

**Responsibilities:**

* Successfully prepared, analyzed AS IS and TO BE of existing architecture and performed Gap Analysis.
* Served as a liaison between the business team and project team by assisting the business in identifying, understanding, and documenting their business needs.
* Utilized various Moody’s tools to check the credit risk measurement, economic and consumer credit analytics.
* Consolidate Trade Date and reconcile from across multiple settlement platforms like equity, bond market, derivatives and commodity market.
* Provided technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements.
* Created workflow scenarios, designed new process flows and documented the Business Process and various Business Scenarios and activities of the business from the conceptual to procedural level.
* Proficiently managed client facilitation meetings to gather Interface and Business Process Requirements from Subject Matter Experts (SME’s) in trading shares, equities and Fixed Incomes like bonds, and converted them into functional requirements by implementing the RUP methodology, authored the same in Business Requirement Document (BRD).
* Collected and documented the business processes and business rules, translated the Business and User needs into System requirements. Provided key input in working with users in defining project and system requirements.
* Created UML Diagrams like Sequence Diagrams, Activity Diagrams and process flow diagrams to elaborate the processes using Rational Rose and MS Visio.
* Directed and managed the Change Control process for the project as a whole by facilitating group meetings, one-on-one interviews and corresponding through emails with work stream owners to discuss the impact of change request on the project.
* Effectively coordinated with the plan owners to update the project plans with any impact due to a change request. Verify if the contingency plan will absorb any delay in project due to change request. Track progress on updates in project plans.
* Involved in developing the test strategy and assisted in developing test plans, test case objectives and test cases. Developed Test scenarios, test plan, test conditions and test cases to be used in testing based on business requirements, technical specification and/ or product knowledge.